

City of Meriden, Connecticut

Department of Human Resources

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Director of Human Resources



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**Bilingual Nutrition Assistant
Meriden WIC (Women, Infants, Children) Program
40 Hours per week**

The City of Meriden, Department of Health and Human Services, is looking to hire a Bilingual Nutrition Assistant to work in the Women, Infants, and Children (WIC) program. The Meriden WIC program is a busy office that serves over 3,000 clients annually in both Meriden and Wallingford.

This position is responsible for front end office work in the WIC office. Duties include answering the phones, making appointments, taking diet histories, plotting growth charts, advising clients according to their specific needs and recording personal and health data in the WIC computer system. This position also has the responsibility for making standard program eligibility decisions.

The candidate must be customer focused, have good counseling and interviewing skills, be able to maintain accurate program records, and be able to communicate program requirements effectively with clients. The candidate must be able to read, write, and speak Spanish fluently.

Qualifications include graduation from high school or the equivalent and training in office procedures and interviewing and counseling skills. Occasional travel to a Wallingford office may be required.

Work hours are Monday through Friday, 8:00am to 4:30pm. This position may work Tuesdays from 8:00am to 6:30pm, then 8:00am to 2:00pm on Fridays on a rotating basis.

Range of pay: \$21.22 – \$25.19

Apply on line at <https://tinyurl.com/meridencareers> and you can e-mail your resumes/applications to humanresources@meridenct.gov. Applications are also available in the Human Resources Department, City Hall, 142 East Main Street. Monday – Friday 8:00am – 5:00pm. Please call to make an appointment.

Last Date to Apply: Open until filled

E.O.E.

Job Title: Bilingual Nutrition Assistant

GENERAL DESCRIPTION:

This is responsible health services work in providing nutrition information to participants in the Women, Infants and Children (WIC) Program.

Work involves responsibility for assisting the Program Nutritionist in providing nutrition education and counseling. Duties include taking diet histories, plotting growth charts, advising clients according to their specific needs and recording personal and health data on WIC program records. This position has the responsibility for making standard program eligibility decisions. The work requires that the employee have good knowledge, skill and ability in counseling and in nutrition and health principles.

SUPERVISION RECEIVED:

Works under the general supervision of the Program Supervisor (WIC).

EXAMPLE OF DUTIES:

Interviews pregnant women to determine diet histories. Analyzes diets according to program criteria. Qualifies all participants, pregnant women, postpartum women, breastfeeding women and parents of infants and children, for certification for health or nutritional reasons.

Counsels and advises clients according to their specific needs. Refers clients to other social services as required.

Weights pregnant women and plots weights on growth charts. Plots height and weight for infants and children.

Explains the WIC program to new participants.

Conducts group education for pregnant women and young children on nutrition and health issues.

Researches information as required for educational purposes.

Designs and fabricates signs, posters and artwork for education demonstrations.

Maintains program records and files. Hands out check vouchers, makes appointments, gives out certification forms and takes applications according to WIC requirements. Work with the state WIC computer system.

KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of the requirements and benefits of the WIC Program.

Good counseling and interviewing skills.

Good ability to communicate effectively, orally and in writing.

Good ability to maintain thorough and accurate program records.

Good ability to understand moderately complex medical and nutritional information.

Good ability to develop and maintain effective working relationships with program participants, associates, superiors and external health and social service agencies.

Good knowledge in the use of personal computers.

QUALIFICATIONS:

Graduation from high school or the equivalent and training in clerical and office procedures, interviewing and counseling skills.

SPECIAL REQUIREMENTS:

Must be able to read, write and speak Spanish fluently.

Revised 9/2015